



Office of the County Clerk

Diana Alba
County Clerk

Commissioner of Civil Marriages

Marriage Services Division
201 East Clark Avenue
P. O. Box 551603
Las Vegas, NV 89155-1603

Jim Pierce
Assistant County Clerk

PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE

INSTRUCTIONS FOR A TEMPORARY CERTIFICATE OF AUTHORITY – RETIRED MINISTER

The following documents are required to apply for a *Temporary Certificate of Authority to Solemnize Marriages in the State of Nevada*:

1. *Application for a Temporary Certificate of Authority to Solemnize Marriages in the State of Nevada*
Submit original plus 1 copy of the completed, signed & notarized form.
2. *Affidavit for Retired Status* must be signed by someone in the church or religious organization who can verify that you had active charge of the church/religious organization for a period of at least three years and can verify that you were authorized by the church to solemnize marriages who has authority to speak on behalf of that church or religious organization and can verify that you were in good standing within that church or religious organization. **This Affidavit cannot be signed by the applicant.**

Please Note: Both documents listed above must be signed in front of a notary. All paperwork should be returned to this office at the address listed above, Attention: Minister Licensing. Note that application paperwork cannot be submitted more than 90 days prior to the marriage nor later than 30 days prior to the marriage. Applications will be processed in the order in which they are received. Therefore, if the application is not received timely, there is a good chance that your application will not be acted upon prior to your intended ceremony.

If approved, the authorization will be mailed to **the residence address listed on the application**. If you would like to arrange to pick it up or to have it mailed to a different address, please include the instructions with the application paperwork. It cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. (Submitting paperwork 4 to 6 weeks in advance is recommended.) Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE ANY BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.** If the application is not approved, you will receive a letter explaining why it was not granted.

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Ex-Officio Clerk of:

Board of County Commissioners – Clark County Board of Equalization
Clark County Liquor and Gaming Board – Mt. Charleston Fire Protection District
Clark County Water Reclamation District Board of Trustees – Clark County Debt Management Commission
Big Bend Water District Board of Trustees – Clark County Redevelopment Agency
University Medical Center of Southern Nevada Board of Trustees

County of Clark, State of Nevada

APPLICATION FOR A TEMPORARY CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA FOR A RETIRED STATUS MINISTER

1. _____
Full Name of Applicant _____ Nickname or Aliases Used _____
2. _____
Residence Physical Address _____ City _____ State _____ Zip Code _____
3. _____
Mailing Address, if Different _____ City _____ State _____ Zip Code _____
4. _____
Date of Birth _____ Social Security Number _____ E-mail Address _____
5. Telephone Nos. _____
Residence _____ Religious Organization _____ Cell Phone _____
6. Date of licensure, ordination, appointment or authorization by church or religious organization: _____
7. Name & address of the **church or religious organization** you most recently served:

Name _____

Physical Address _____ City _____ State _____ Zip Code _____

Mailing Address, if Different _____ City _____ State _____ Zip Code _____
Note: Applicants MUST be authorized to solemnize marriages through the religious organization he/she most recently served.
8. How long did you have active charge of the above church or religious organization? _____
If less than 3 years, please list any other organizations you served, when, where and for how long. _____

9. Are you presently in good standing with your church or religious organization? ☐ Yes ☐ No
10. Have you been convicted of a felony, been released from confinement or completed parole or probation, whichever occurs later, within the last 10 years? ☐ Yes ☐ No
If yes, specify the date and place of conviction and what the charges were. **(A copy of the disposition of the case must be provided.)** _____

11. Please mark the appropriate response (failure to **mark one response below** WILL result in a delay in processing or possible denial of the Application.)
_____ I am not subject to a court order for the support of a child;

_____ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
12. Date of wedding to be performed _____
13. _____
Name of Groom _____ Name of Bride _____

I hereby certify by my signature below that my active ministry was one of service to my church or religious organization. I also hereby acknowledge that I am subject to the jurisdiction of the Clark County Clerk with respect to provisions of NRS 122 governing the conduct of ministers or other persons authorized to solemnize a marriage to the same extent as if I were a minister or other person authorized to solemnize a marriage residing in Nevada.

Signature of Applicant

Note that application paperwork cannot be submitted more than 90 days prior to the marriage nor later than 30 days prior to the marriage. Applications will be processed in the order in which they are received.

VERIFICATION

STATE OF _____)
COUNTY OF _____) ss:

_____, being first duly sworn according to law, deposes and says:
(Name of Applicant)

That he or she is the Applicant in the foregoing ***Application for a Temporary Certificate of Authority to Solemnize Marriages in the State of Nevada***; that he or she has read the foregoing Application and knows the contents thereof; that the same are true of his/her own knowledge, except for such matters therein stated on information and belief, and as to those matters he or she believes them to be true.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20_____.

NOTARY PUBLIC

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF
AUTHORITY TO SOLEMNIZE MARRIAGES**

AFFIDAVIT FOR RETIRED STATUS

STATE OF _____)
)ss.
COUNTY OF _____)

The _____
(church or religious organization)

is/was organized and carries/carried on its work in the State of _____. Its active meetings are/were conducted at

(street address, city or town)

The said church or religious organization hereby finds that

(name of minister or other person authorized to solemnize marriages)

had active charge of the above church or religious organization from _____ to _____.

I am duly authorized by _____
(church or religious organization)
to complete and submit this affidavit.

Signature of Official

Name of Official (type or print name)

Title of Official

Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this ____ day of _____, 20____.

NOTARY PUBLIC